

MEMORANDUM FOR: Directorate Personnel Officers

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FROM:

Deputy Chief, Planning and Component Support Division/OP

SUBJECT: Spreadsheets for IS-03 Positions

1. The attached spreadsheets list secretarial positions in the Directorate which were requested at the IS-03 level and subsequently audited by the Organizational Development Branch (ODB). As you will note, not all positions were found to be functioning at the IS-03 level. Some met the criteria for the IS-04 level, others failed to exceed the IS-02 level. All positions listed are currently reflected on your Table of Organization at the IS-03 level. Those positions that were identified as meeting the IS-04 criteria will be upgraded accordingly unless otherwise instructed by the Directorate.

2. ODB will be providing you with information on enrichment possibilities for those positions identified at the IS-02 level. Any positions not enriched prior to 1 October 1988 will revert to the IS-02 level. ODB will work with component personnel officers, managers and secretaries to accomplish this enrichment. Positions not enriched by 1 October but occupied by IS-03 secretaries will remain on the books as IS-03 Incumbency Allocations.

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3. Questions and/or comments should be directed to
PCSD/ODB, on

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Attachment
as stated

FEEDBACK FOR DS&T SECRETARIAL POSITIONS

FOUND AT IS-02

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HF-308 OSO [REDACTED]

Found at IS-02 level because position performs backup duties associated with IS-02 positions and does not perform tasks normally associated with an IS-03 position. Position lacks supervisory responsibility; does not attend meetings regularly; does not make travel arrangements; does not initiate routine, admin correspondence; does not conduct research or prepare activity reports; outside contacts are limited.

POTENTIAL IS-04s

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HQ-009 DS&T [REDACTED]

Very strong IS-03. Add responsibility for arranging off-site conference/meetings in lieu of the deputy chief, and some involvement with substantive work of the office such as research for report preparation.

DT-020 DS&T/Procurement Management Staff

Very strong IS-03 position because of training course responsibilities. Could use some supervisory responsibilities as enrichment, if feasible.

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EE-093 OTS [REDACTED]

Very strong IS-03 because she is involved with substantive work of the office; manager wants to expand secretary's cost accounting role which will enrich her responsibilities.

FOUND AT IS-04

EF-050 OTS/Ops Assessment Div

Stand alone position plus budget responsibilities. Nominate as IS-04 for FY-89. Lacks only supervisory responsibilities to be a strong IS-04.